



EMPLOYMENT OPPORTUNITY

JOB TITLE: Crime Analyst
DEPARTMENT: Sheriffs' Office
REPORTS TO: Captain/Chief Deputy (CID)
ANNUAL SALARY: \$54,546.04
APPLICATION PERIOD: August 22, 2023, until filled

JOB SUMMARY AND PRINCIPLE DUTIES:

Performs a variety of crime analysis activities; reads, interprets and summarizes offense and crime reports and field interview notes to obtain information about crimes committed; organizes summarized information into clear and concise reports; develops and prepare charts, graphs, maps, bulletins and related materials in order to track and present findings related to criminal activity; conducts background research on possible suspects with various State, County and Federal agencies; utilizes various data bases to research information; maintains awareness of new developments in the field of crime analysis; incorporates new developments as appropriate into programs;

Additional Duties as Assigned:

Cross-trained as Crime Scene Technician. May be called upon, in a secondary role, to assist technicians with photographing and processing crime scenes. Crime analyst will cross-train crime scene technicians to assist with analyst duties as needed.

QUALIFICATIONS:

Associates degree in related field, plus at least two years of analyst, secretarial or clerical experience. Bachelor's degree preferred. Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the listed duties.

All applicants must pass a pre-employment physical and drug test; pass a comprehensive background check, to include a search of local, state, and U.S. national records and fingerprint files to disclose any criminal record; subject to a pre-employment polygraph; pass a physical readiness test and must be a US citizen or naturalized citizen for TCOLE certification.

Applications are online <http://www.co.chambers.tx.us/default.aspx?name=sheriff>

Please submit application to:
Sheriff's Office
201 North Court/PO Box 998
Anahuac, Texas 77514
(409) 267-2500

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